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17 May 1957

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Minutes of the Second Meeting of the DCI  
Committee on the Celebration of the 10th  
Anniversary of the Founding of CIA

Attached hereto for your consideration are the minutes  
of the second meeting of the committee on the celebration  
of the 10th Anniversary of the founding of the Central  
Intelligence Agency.

/s/ Lyman Kirkpatrick

LYMAN B. KIRKPATRICK  
Inspector General

Distribution

Orig. & 1 - DCI ✓  
2 - IO  
1 -   
1 -   
1 - Col. Edwards  
1 - Mr. Pforzheimer  
1 - Col. Grogan  
1 - DDCI

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Minutes of the Second Meeting of the DCI Committee on the Celebration of the Tenth Anniversary of the Founding of the Central Intelligence Agency.

1. Present:- Mr. Kirkpatrick, Chairman

Representing the DD/P

Representing the DD/I

Colonel Edwards, Representing the DD/S

Mr. Pforzheimer, Recorder

Colonel Grogan, Advisor on Press Relations

2. The committee agreed that they should continue to plan the date for the celebration to be Wednesday, 18 September 1957.

3. The committee recommends that the celebration should be divided into three separate ceremonies. The first ceremony would be the laying of the cornerstone of the new headquarters building at Langley, Virginia. It was agreed that CIA should seek the presence of the President of the United States for this ceremony. Mr. Kirkpatrick will take steps to determine the President's availability. It was also noted that if the President were present, it would require the presence of the press; therefore, CIA should not combine the cornerstone laying with any award type ceremony which would entail the presence of a large number of CIA ten-year personnel. It was Mr. [redacted] view, and the general consensus of the committee, that if 18 September were not a satisfactory date for the President to lay the cornerstone of the new building, it would be more appropriate to have the cornerstone laying ceremony postponed until such time as the President could officiate, rather than to have other officials lay the cornerstone. However, it is hoped that the cornerstone laying can coincide with the 10th Anniversary date, and that this will be one of the three ceremonies on 18 September.

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25X1 4. The second of the three ceremonies would be for the presentation of awards to those employees who had been in the Agency for ten years on 18 September 1957, and also for the presentation of such honor awards as may be accumulated from now until 18 September. In the latter connection, Mr. Kirkpatrick will speak to Mr. [ ] Chairman of the Honor Awards Board, and have him hold up the presentation of any further awards until 18 September. The committee felt that the awards ceremony should be divided into three separate groups, DD/P, DD/I, and DD/S for reasons of security. However, the wives and children of honor awards winners will be present.

25X1 5. The committee recommends that all employees who will have served ten years with CIA, dating from 18 September 1947, will receive an appropriate diploma in recognition of that service. It was further agreed that only a diploma should be awarded to these ten year employees, leaving paper weights or other type longevity awards which the committee considered, to be awarded for fifteen years service, twenty years service, etc. It was noted that the Graphics Division of OCI had not yet been able to complete the design of the diploma, but that this would be available for the next meeting. In the meantime, at the request of Mr. [ ] a draft of the proposed language which was to be used in the diploma will be circulated for study and comment by the committee, and that the diploma which the committee would see at its next meeting would be for design with no finality of text until the committee had approved a text.

6. It was recommended that the third ceremony on 18 September should be a late afternoon or evening reception given by the Director. The guest list would include distinguished guests, including IAC personnel. The CIA personnel attending would be limited generally to those who attend the Director's monthly staff meeting, their Deputies, and their wives. Mr. Pforzheimer was instructed to find an appropriate hall for such a gathering. He will discuss with Mr. Drain, of the Staff of the Secretary of State, the capacity and cost of renting Anderson House on Massachusetts Avenue, where many receptions are held. Mr. Kirkpatrick will discuss with the Director the names of those personal invitees whom the Director feels he wishes to include on this occasion. The number of those attending is figured to be roughly three

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hundred. Mr. Pforzheimer will discuss with Mr. Houston, The General Counsel, the question of legality of payment for the reception from official funds. It was also agreed that no foreign liaison officers should be included at this reception.

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6. The subject of an appropriate message to the field was considered by the committee, which originally felt that the DCI should send a general congratulatory message to all employees, followed by a second message which would indicate to each field station the names of its employees to be congratulated for having completed ten years of service. [redacted] felt that including such names in a cable even in [redacted] would meet resistance within DD/P for security reasons. Therefore, it was determined to recommend that only one message be sent from the Director to the field on this occasion, but it would call the attention of the Chief of Station to the fact that certain of his personnel had served ten years in CIA, that this should be appropriately noted, and that on their return to the United States such persons would receive their diploma in recognition of that service. Mr. Pforzheimer and Mr. [redacted] will draft an appropriate message for consideration.

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7. The question of a commemorative publication to be issued on 18 September was also considered. It was the consensus of the meeting that so little could be said about the DD/P in a publication of this kind as to render it almost meaningless. It was therefore determined to consider the possibility of an appropriate article on the establishment of CIA which could be included in the new Intelligence Journal, the publication of which is presently being considered. It was also suggested that if the Intelligence Journal were to be published, the first issue should appear on 18 September.

8. The members of the committee reported that they had received no additional suggestion from the Office Chiefs who had attended their periodic staff meetings.

9. It was suggested that Colonel Grogan draft an appropriate notice to all employees as to what they were to say in connection with the forthcoming 10th Anniversary celebration, if they should receive inquiries from the press. In effect the notice would advise them to send all inquiries to Colonel Grogan's office. It was felt that, as

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the 18th of September approached and word of the celebration became more generally known, there would be considerable interest and inquiry from the press.

10. It was suggested that a printed program be prepared for the cornerstone laying ceremonies, and in fact for the entire ceremonies of 18 September when these become more clearly outlined.

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11. Captain [ ] suggested, and the committee agreed, that it would be appropriate to have a model of the new building prominently displayed during the ceremonies.

12. Mr. Pforzheimer is to work out a list of those to be at each of the three ceremonies and the type of invitation which should be issued. This must be held in abeyance until Mr. Kirkpatrick has gotten a list from the Director of who should be at the reception and also whether there will be the cornerstone laying ceremony at Langley. Mr. Pforzheimer is also to seek to obtain an appropriate auditorium for the awards ceremonies, as the committee felt that the R & S Building was not appropriate for this purpose. However, this also must wait until it is determined how many people will receive the ten year awards in Washington as a good many of those eligible are serving overseas. It was also determined that if there is a cornerstone laying ceremony, an engraved invitation should be prepared, and Mr. Pforzheimer will undertake this at the appropriate time.

13. Mr. Kirkpatrick will discuss with Mr. [ ], Chief of Personnel the exact number of ten year employees and also how many of them are in this country at the present time or are likely to be here on 18 September. Until this figure is determined, much of the other activities as to hiring halls, etc. must be held in abeyance.

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14. The next meeting of the committee will take place on 14 June at 1530 hours in Mr. Kirkpatrick's office.

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